

## **Fourth Amendment to the Iowa Department of Human Services Intergovernmental Contract**

This Amendment to Contract Number ACFS 15-005, for evaluation of the Agency's Community Adolescent Pregnancy Prevention (CAPP) Program, is effective as of July 1, 2019, between the Iowa Department of Human Services (Agency) and The University of Northern Iowa (Contractor)

### **Section 1: Amendment to Contract Language**

The Contract is amended as follows:

**Revision 1. Contract Duration.** The Contract is hereby extended from July 1, 2019, through June 30, 2020.

**Revision 2. Section 4, Scope of Services.** The Contract is hereby amended to strike Section 4.1 in its entirety and add in its place the following Section 4.1:

- 4.1** The Contract shall provide the following deliverables for State Fiscal Year (SFY) 2020. The Contractor's responsibilities shall include, but not be limited to the following activities and services:
  - 4.1.1** Contractor shall prepare and submit to the Agency Contract Manager and CAPP Administrator (as contracted in ACFS 19-002) the SFY 2019 (July 1, 2018- June 30, 2019) annual report with three distinct analyses:
    - 1) results for the CAPP program as a whole,
    - 2) results for each evidence-based curriculum, and
    - 3) results of fidelity monitoring.
  - 4.1.2** Contractor shall prepare and submit a report to the Agency Contract Manager and CAPP Administrator (as contracted in ACFS 19-002) with analysis of SFY 2019 (July 1, 2018- June 30, 2019) findings by grantee.
  - 4.1.3** Contractor shall present SFY 2019 evaluation findings at a minimum of one meeting or conference. Attendees at this meeting or conference will include, but not be limited to, the Agency Contract Manager, CAPP Administrator (as contracted in ACFS 19-002), and CAPP grantees.
  - 4.1.4** Contractor shall review CAPP grantee quarterly reports and report any concerns and/or recommended changes regarding quarterly grantee reports to Agency Contract Manager and CAPP Program Administrator.
  - 4.1.5** Contractor shall manage and analyze quantitative data collected through pre- and post-tests with evidence-based curricula to explore knowledge/attitude changes of participants of CAPP grantee sexual education curricula.
  - 4.1.6** Contractor shall manage and analyze quantitative data collected through parent and youth questionnaires, as submitted by CAPP grantees.
  - 4.1.7** Contractor shall maintain on-going communication with the Agency Contract Manager, CAPP Administrator (as contracted in ACFS 19-002), CAPP grantees, and others as needed.
  - 4.1.8** Contractor shall implement fidelity logs with all CAPP grantees.

- 4.1.9** Contractor shall provide feedback to the CAPP Administrator (as contracted in ACFS 19-002) regarding peer mentoring process. Feedback will be provided along with the feedback on Needs Assessment, as identified in 4.1.12.
- 4.1.10** Contractor shall assemble the grantee and participant data needed to prepare the SFY 2020 annual report to the Agency and CAPP Administrator (as contracted in ACFS 19-002).
- 4.1.11** Contractor shall prepare and submit a brief Mid-Year Report to the Agency Contract Manager and CAPP Administrator (as contracted in ACFS 19-002) summarizing progress made on the deliverables of this Contract. The format of this report shall be a brief (1-2 page) written report that may be submitted to the parties via email.
- 4.1.12** Contractor shall provide feedback to CAPP Administrator on CAPP Program Needs Assessment (draft due 8/1/19) and Strategic Plan (draft due 11/1/19).

**Revision 3. Section 4, Scope of Services.** The Contract is hereby amended to strike Section 4.2, "Performance Measures for SFY 2018" in its entirety and add in its place the following Section 4.2.:

**4.2 Performance Measures for SFY 2019**

- 4.2.1** No later than September 27, 2019, the Contractor shall submit the Annual Reports outlined in Sections 4.1.1 and 4.1.2 to the Agency Contract Manager and CAPP Administrator (as contracted in ACFS 19-002).
- 4.2.2** No later than December 31, 2019, the Contractor will present SFY 2018 findings as identified in Section 4.1.3
- 4.2.3** No later than January 30, 2020, the Contractor shall submit the Mid-Year Report outlined in Section 4.1.11 to the Agency Contract Manager and CAPP Administrator (as contracted in ACFS 19-002).

**Revision 4. Section 5, Compensation.** The Contract is hereby amended by striking in its entirety section 5.2 and replacing with the following section 5.2:

- 5.2** The Contractor will be paid for the services described in Section 4 "Scope of Services" a fee not to exceed \$71,008 for SFY 2020. The complete line item budget for SFY 2020 is attached as **Exhibit A**. This shall be the total compensation paid to the Contractor. The Contractor shall not be eligible for any other compensation or benefits including, but not limited to, insurance, paid leave, or retirement.

The Contractor shall submit an invoice to the Agency for goods and services rendered. The invoices shall be submitted to the Agency with appropriate documentation as necessary to support all charges included on the invoice. The Agency shall pay all approved invoices in arrears.

The Agency may pay in less than sixty (60) days, but an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa law.

Claims shall be submitted monthly via email (scanned original signature) to the Contract Manager: [lbender@dhs.state.ia.us](mailto:lbender@dhs.state.ia.us)

**Revision 5. Exhibit A, Budget.** The Contract is hereby amended by striking in its entirety Exhibit A, Budget and replacing with the following Exhibit A:

**Exhibit A**  
**Budget SFY 2020**

Personnel:	\$49,512
Fringe benefits:	\$15,494
Travel	\$278
Other direct costs:	\$465
Subtotal:	\$65,749
Indirect costs (8%):	\$5,260
<b>Total:</b>	<b>\$71,008</b>

**Revision 6. Federal Funds.** The following federal funds information is provided:

<b>Contract Payments include Federal Funds?</b> Yes	
<b>The contractor for federal reporting purposes under this contract is a:</b> Subrecipient	
<b>DUNS #:</b> 073132623	
<b>The Name of the Pass-Through Entity:</b> Iowa Department of Human Services	
<b>CFDA #:</b> 93.558	<b>Federal Awarding Agency Name:</b> Department of Health and Human Services/Administration for Children and Families
<b>Grant Name:</b> Temporary Assistance For Needy Families	

**Section 2: Ratification & Authorization**

Except as expressly amended and supplemented herein, the Contract shall remain in full force and effect, and the parties hereby ratify and confirm the terms and conditions thereof. Each party to this Amendment represents and warrants to the other that it has the right, power, and authority to enter into and perform its obligations under this Amendment, and it has taken all requisite actions (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Amendment, and that this Amendment constitutes a legal, valid, and binding obligation.

**Section 3: Execution**

**IN WITNESS WHEREOF**, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the above Amendment and have caused their duly authorized representatives to execute this Amendment.

<b>Contractor, The University of Northern Iowa</b>		<b>Agency, Iowa Department of Human Services</b>	
Signature of Authorized Representative:	Date:	Signature of Authorized Representative:	Date:
	6/20/19		7/2/1
Printed Name: Tolif R. Hunt		Printed Name: Jana Rhoads	
Title: Director Research & Sponsored Programs		Title: Division Administrator	

